

Working 4 Utah....and adjusting for holidays

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Since the "Working for Utah" (4-10s) program became permanent in February 2010, determining how holiday leave works has become a bit tricky for employees. Full-time benefitted executive branch employees receive nine hours for each of the 10 paid state holidays, that is, 90 hours of holiday leave per calendar year.

Some holidays fall on Mondays through Thursdays. Those are easy, as most employees are not required to work on holidays, and simply take the holiday off. However, when holidays fall on Sundays, Fridays, or Saturdays, employees on the 4-10 work schedule have to adjust their work schedules and take the equivalent nine hours off on another day.

DHRM and DHS staff worked together to create a simple chart to help DHS employees understand how to adjust their work schedules for holiday leave. Please review the [chart](#) and contact your Human Resource Technician if you have any questions about your personal situation and holiday leave.

[More Information](#)